

Dunes City
Permit Technician
Position Description

Status: Full-time, non-exempt, 24 to 32 hours per week.

Supervised by: City Administrator

Evaluation: Ninety days and annually (from date of hire)

Salary Range: \$18.00 - \$20.00 per hour, d.o.e.

Primary Purpose: To assist the public with Dunes City business, to review and oversee issuance of building permits, provide administrative support to the City Administrator, City Recorder, City Staff, Mayor, City Council, Commissions and Committees.

ESSENTIAL JOB FUNCTIONS

1. Provide assistance to the City Administrator, City Recorder and City Planner as required.
2. Greet and assist the public, i.e., answer phones, reviewing voicemail, prepare and forward messages, review and respond to email, assist walk-ins at the window, provide applications for committees and commissions, review documents for filing, etc.
3. When needed, retrieve mail from the post office.
4. Attend meetings as directed by the City Administrator, City Recorder and/or the Mayor.
5. Assist Planning Secretary in review of land use applications for completeness, gather background information and coordinate review of the application with interested parties.
6. Review all building plans for compliance with zoning setback regulations, wetland/riparian setback regulation, FEMA regulations, and water availability prior to submission to the Building Official. Assign building permit numbers. Work with Building Official if a “Stop Work” order is issued and ensure that necessary criteria are met before resumption of construction.
7. Maintain an inspection database as well as one for building permits issued and those pending.
8. Serve as the interface with the public regarding building regulations.
9. File permits in property files. Prepare Certificates of Occupancy for signature.
10. Inspect job sites to ensure work being done is permitted.
11. Handle Short-Term Rental applications and permits.
12. Prepare and mail annual business license renewals. Track all licensed businesses in Dunes City.
13. Handle daily correspondence and telephone calls pertinent to the position. Provide customer assistance at the window. File land use decisions, dock registrations and any other pertinent material in the appropriate property file.
14. Be familiar with office procedures in order to act as backup to the City Administrator, Recorder, and/or the City Administrative Assistant, in cases of vacation, emergency or illness.
15. Work under the direction of the City Administrator, City Recorder and the Mayor performing other such duties that may arise.
18. Assign property addresses and update mail list.
19. Complete Census Bureau reports monthly.

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22. Be familiar and comply with Dunes City Codes, rules, regulations and policies.
23. Assist Code Enforcement Officer as needed and requested.
24. Careful attention to detail is required.
25. The current position requires the ability to reach, bend, lift, stoop, crouch and perform similar functions while performing essential and secondary job functions. The position requires some lifting up to 30 pounds unassisted. The position requires the ability to process information using computer methods and technology for more than 80 percent of the work time. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation.

Auxiliary Requirements:

1. Employee will obtain National Incident Management System (NIMS) ICS 100 and ICS 700 certifications. Employee will be granted the opportunity to take the classes to achieve such certification during the work day.
2. Employee will obtain requisite training to be recognized as a “Qualified Employee” by the Oregon Building Codes Department. Employee will be granted the opportunity to take initial classes during work hours and further classes in Salem, if required, where travel expenses and meals will be reimbursed at the federally established rate.

Working Hours and Benefits:

Work hours will be Monday through Thursday, 10:00 a.m. to 4:00 p.m. with a 30-minute unpaid lunch period. One fifteen minute paid break period will be provided for the first four hours worked and one additional fifteen minute paid break will be provided for more than five hours worked each day. Additional work hours may be required at the request of the City Administrator or City Recorder.

On _____, I received a copy of this position description.

Employee Signature

Date

City Recorder Signature

Date